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STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING



THOMAS D. WATKINS, JR.  
SUPERINTENDENT OF  
PUBLIC INSTRUCTION

**FOOD SERVICE**

**ADMINISTRATIVE POLICY #2  
SCHOOL YEAR 2002-2003**

**SUBJECT:** 60 Day Deadline for Claim Submissions and Late Claim Exception Options

**DATE:** August 1, 2002

USDA regulations require that Claims for Reimbursement for the School Meals Program be submitted to the Michigan Department of Education within 60 days of the last day of the month claimed. The following deadlines must be met in order to receive reimbursement payments:

CLAIM MONTH		DUE DATE		FINAL DEADLINE	
July	2002	August	10, 2002	September	29, 2002
August	2002	September	10, 2002	October	30, 2002
September	2002	October	10, 2002	November	29, 2002
October	2002	November	10, 2002	December	30, 2002
November	2002	December	10, 2002	January	29, 2003
December	2002	January	10, 2003	March	1, 2003
January	2003	February	10, 2003	April	1, 2003
February	2003	March	10, 2003	April	29, 2003
March	2003	April	10, 2003	May	30, 2003
April	2003	May	10, 2003	June	29, 2003
May	2003	June	10, 2003	July	30, 2003
June	2003	July	10, 2003	August	29, 2003

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## **If your claim is received after the final deadline date, the following two options are available:**

### **WITHIN YOUR CONTROL EXCEPTION**

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*This option may be used if the lateness of the claim or amendment submission is due to circumstances within your control. The Michigan Department of Education has the authority to approve and process the payment of one late claim or amendment within a 36 month period. That approval is dependent upon receiving a corrective action plan which includes:*

1. Actions taken to avoid repetition of the situation linked to the late claim or amendment submission;
2. Actions taken to avoid any future late claim or amendment submission;
3. A statement that your organization understands that an exception can be granted only once every 36 months for a late claim submission that is within your control. Future late claims or amendments will not be paid unless your organization has not been granted an exception during the previous 36 month period or the lateness can be attributed to conditions outside your control; and
4. The signature of the authorized official for the School Meals Program.

### **OUTSIDE OF YOUR CONTROL EXCEPTION**

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The second option is available if the lateness of the claim or amendment was beyond your control and you want to request an exception to the regulations. You need to submit:

1. A written request for an outside of your control exception.
2. A detailed description of the events and circumstances that prevented the claim or amendment from being submitted on time.

The information you submit will be reviewed by the state agency. If it is determined that the submission of the late claim or amendment was due to circumstances beyond your control, your request will be forwarded to the United States Department of Agriculture (USDA) for approval. The Michigan Department of Education does not have the authority to process this type of payment. That authority rests with the USDA regional office.

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- If the school year ends with 10 or less meal serving days in June, combine the June claim data with the May claim.
  - If the school year begins with 10 or less meal serving days in August, combine the August claim data with the September claim.
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**USDA regulations allow for claims to be amended at any time when the number of meals reported on the amendment results in a downward adjustment in the reimbursement value of the claim.**